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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief Instructor, Intelligence Orientation

DATE: 2 October 1956

SUBJECT: Weekly Activities Report, 26 September - 2 October 1956

1. Significant Items:

25 YEAR RE-REVIEW

Nothing to report.

2. Other Activities:

a. Intelligence Orientation #2 began on 1 October 1956 with 115 students in attendance. The talk, "Introduction to Training" was delivered by [redacted], DDTR, and served to get the course off to a good start.

b. Because of delays reported in the previous weekly report, the Training Evaluations for IO#1 have not yet been put into final form. Agreement has been reached, however, that the forms which have been prepared will be used. As soon as the load on the clerical staff diminishes somewhat, these Training Evaluations will be completed.

c. On Monday, 1 October [redacted] met with [redacted] of the Plans and Policies Staff of OTR, to discuss further the possible methods of handling the proposal for orientation in PP work. Additional discussions with C/JOTP and initial discussions with representatives of the Ops. School seem to be in order at this point.

d. On 1 October [redacted] met with C/IS and [redacted] C/IT, to discuss availability of personnel to conduct not only the regularly scheduled Writing Workshop but also special writing workshops to be put on at the request of FBID and the Office of Communications. Agreement was reached that a substaff consisting of Messrs. [redacted] would be appointed to handle these programs.

e. Agreement has been reached by C/IS, [redacted] that [redacted] will be relied upon with decreasing frequency for assistance in Intelligence Orientation, thus leaving most of his time free to concentrate on the special tasks assigned him by C/IS.

f. [redacted] reviewed the regular recurring administrative aspects of Intelligence Orientation and agreed upon a division of responsibilities for these administrative items.

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g. On Friday, 28 September the staff of Introduction to Intelligence met to discuss last minute details concerned with the presentation of IO#2.

h. On 2 October the staff of Introduction to Intelligence met to discuss methods for handling the seminar, "The Intelligence Cycle" which will take place on 4 October.

3. Personnel Notes:

a. [redacted] returned to duty from the stint as a student in the Operations Course. He announced that he became a father of a baby girl on 5 September. He is currently on leave to help out around the house.

b. [redacted] was on sick leave, Wednesday, 26 September.



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